OVERVIEW OF
QUOTA CORRECTIONS
IN AASIS

PA61

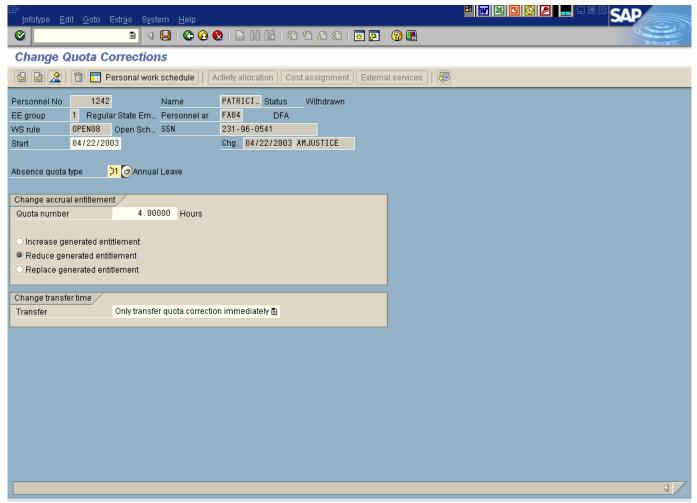# PA61 - Manual Leave Quota Maintenance

This process will allow you to view all the Quota Corrections that have been done on a particular individual.

Enter a personnel # > click the Time Quotas tab > click the All button> green check> highlight Quota Corrections> overview (mountain symbol).

Here is the list of the Quota Corrections keyed in AASIS for this employee.

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Change Quota Corrections

Personnel No	1242	Name	PATRICI... Status	Withdrawn
EE group	1	Regular State Em...	Personnel ar	FA04	DFA
WS rule	OPEN08	Open Sch...	SSN	231-96-0541
Start	04/22/2003		Chg. 04/22/2003 AMJUSTICE

Absence quota type 31 ⊞ Annual Leave

Change accrual entitlement

Quota number   4.00000   Hours

○ Increase generated entitlement
◉ Reduce generated entitlement
○ Replace generated entitlement

Change transfer time

Transfer   Only transfer quota correction immediately 🗎

To <u>view</u> details on a particular correction, highlight that line, and choose the pencil icon.

As you can see it shows you the date the correction was made, who made it, was the correction done to increase the number of hours or was it for reducing the number of hours, and the number of hours involved.

ALWAYS choose: Only transfer quota correction immediately!

NEVER choose: Replace Generated Entitlement